



Job Posting

Position Title: IDEA Implementation Specialist

Reports To: Nathan Travis, Executive Director of District Support

Location: East Tennessee

Position Description: The Tennessee Department of Education, Division of Special Populations is accepting applications for 3 IDEA Implementation Specialists. These individuals will provide targeted support to districts in each of Tennessee's grand divisions (one in West Tennessee, one in Middle Tennessee, and one in East Tennessee) relative to the Individuals with Disabilities Education Act (IDEA). The goal is to help districts increase the fidelity of their IDEA implementation thereby improving educational outcomes for students with disabilities.

Specific Position Responsibilities:

- Analyze district and school level data to establish trends based on identified risk factors and selected outcome measures
- Conduct Individualized Education Plan (IEP) file reviews via an online data management system
- Conduct onsite visits in selected districts to include file reviews, interviews, and direct observations
- Develop Corrective Action Plans based on identified needs and areas of noncompliance
- Deliver technical assistance and support to districts based on identified needs and areas of noncompliance
- Monitor and evaluate compliance and/or performance improvements relative to collaboratively developed Corrective Action Plans
- Attend IEP team meetings as a representative of the Tennessee Department of Education

Qualifications:

- Minimum of 5 years of experience in the field of special education with leadership experience preferred
- Minimum of a Master's degree in special education or related field (e.g., School Psychology)
- Extensive knowledge of IDEA and Tennessee's IDEA administrative complaint process
- Experience with the district level, IDEA Local Determinations process is preferred
- Extensive knowledge of the IDEA State Performance Plan (SPP) Indicators preferred

Additional Qualifiers:

- Travel throughout the grand division will be required with some overnight stay possible
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Effective oral, written, and verbal communication skills

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please email a cover letter, resume, and contact information for three professional references to Nathan.Travis@tn.gov.

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